



Completing a Bed Poll

This is a brief guide on how to complete a Bed Poll using the Resource Management application in the ESF 8 Portal. We will show how to do a bed poll first, and then we will demonstrate how different types of hospitals access their pages.

Opening Resource Management



After logging in to the ESF 8 Portal, click on either Resource Management ED or Resource Management LERN. Both will allow you to get to the Bed Poll function

Locating the Bed Poll Function

The screenshot shows the Resource Management interface. At the top, there is a navigation bar with tabs: ESF8, LERN, ADMIN, **BED POLL** (highlighted with a red circle), and REPORTS. Below the navigation bar, there is a sidebar on the left with a 'Region 9' button and a 'State Wide' button. The main content area displays a table of hospital data. The table has columns: Region 9, Tier, Decon Team Available, Ops Status, ED Status, ED Wait Time, M/S Holds, Tele Holds, ICU Holds, Psych Holds, Additional Hospital Holds, and Comments. The table is filtered for 'ED - State Wide' and shows data for various hospitals, including Hood Memorial Hospital, Lakeview Regional Medical Center, Lallie Kemp Medical Center, Louisiana Medical Center and Heart Hospital LLC, North Oaks Medical Center, Ochsner Medical Center - Northshore, Riverside Medical Center, Slidell Memorial Hospital, St. Helena Parish Hospital, St. Tammany Parish Hospital, and Washington St. Tammany Reg. Med Ctr.

The main screen of the Resource Management will show the Bed Poll function in the top menu bar.

Opening the Bed Poll

The screenshot shows the Resource Management interface with the 'BED POLL' tab selected. A dropdown menu is open, showing the following categories: ESF8, ED (selected with a red arrow), Behavioral, Specialty, Rehab, LTAC, and EMS. The background shows the same table of hospital data as the previous screenshot, but it is partially obscured by the dropdown menu.

Hover your mouse over the Bed Poll table to reveal the categories. Choose the category for your hospital and click. In this case, the hospital is in the ED category.

The Bed Poll Screen

Notifications: (Click on Notification Box to View Messages)

Surveys Alerts User Links Contact Us Help Log Out
Welcome! Logged in as: Edward Jordan

ESF8 LERN ADMIN BED POLL REPORTS

Region 9
State Wide

ED - State Wide Bed Poll

Region 9	AdultICU	MedicalSurg	Telemetry	Neonatal ICU	PediatricICU	Pediatrics	Psychiatric	NegativeFlowIsolation	Burn	OperatingRooms
Hood Memorial Hospital	--	20	5	--	--	--	--	--	--	--
Lakeview Regional Medical Center	4	3	--	--	--	--	--	0	--	0
Lallie Kemp Medical Center	3	8	--	--	--	--	--	--	--	2
Louisiana Medical Center and Heart Hosp. LLC	8	0	--	--	--	--	--	4	--	4
North Oaks Medical Center	7	18	--	--	--	--	--	1	--	8
Ochsner Medical Center - Northshore	6	16	--	--	--	--	--	6	--	7
Riverside Medical Center	2	0	--	--	--	--	--	--	--	0
Slidell Memorial Hospital	1	31	--	--	--	--	--	0	--	6
St. Helena Parish Hospital	--	20	--	--	--	--	--	--	--	--
St. Tammany Parish Hospital	1	14	31	12	--	6	--	--	--	7
Washington St. Tammany Reg. Med Ctr	4	19	--	--	--	4	1	2	--	0

The pencil icon next to your hospital name indicates that you can edit the items on the screen.

You should see a pencil icon next to your hospital name if you have Update permissions. Every hospital has at least one user with Update permissions. If you need to modify your permissions to allow updating, contact your facility's Point of Contact. You can also contact your DRC for assistance.

The Main View

ED - State Wide Bed Poll Washington St. Tammany Reg. Med Ctr

1. Enter your staffed capacity

2. Enter your census

3. Click Save when finished

Save Cancel

	Capacity	Census
ICU: Adult	8	4
Pediatrics		
Med/Surg: Pediatric	4	0
Obstetric/Delivery	8	0
Nursery/Bassinet	8	0
NegativeFlowIsolation		
Negative Pressure Isolation	3	2
Psychiatric		
Mental Health: Adult Combined	18	17
OperatingRooms		
Operating Rooms	3	3

This screen results from clicking the pencil icon next to your hospital name. This opens up the entire bed poll for editing.

There are several important things to remember:

- Your bed types are driven by your choices in the EMSTAT application. If you need to add or delete bed types shown in the Bed Poll, log in to EMSTAT and go to Bed Types. Make your changes there, and they will be reflected in the Bed Poll view in Resource Management.
- You enter only staffed capacity and census. The application will calculate available beds. These are steps 1 and 2.
- You can enter data in one or all of the cells. This is entirely dependent on whether your current bed availability is different from the Bed Poll data view.
- Once you have completed editing your data, click Save to return to the main Bed Poll view. This is step 3.

Returning to the Main Bed Poll View

ED - State Wide Bed Poll										
Region 9	AdultICU	MedicalSurgical	Telemetry	Neonatal ICU	PediatricICU	Pediatrics	Psychiatric	NegativeFlowIsolation	Burn	OperatingRooms
Hood Memorial Hospital	--	20	5	--	--	--	--	--	--	--
Lakeview Regional Medical Center	4	3	4	0	--	8	8	0	--	0
Lallie Kemp Medical Center	3	8	--	--	--	--	--	--	--	2
Louisiana Medical Center and Heart Hosp, LLC	8	0	14	--	--	--	--	4	--	4
North Oaks Medical Center	7	18	3	6	--	3	--	1	--	8
Ochsner Medical Center - Northshore	6	16	12	4	5	7	--	6	--	7
Riverside Medical Center	2	0	12	--	--	0	--	--	--	0
Slidell Memorial Hospital	1	31	18	8	--	2	--	0	--	6
St. Helena Parish Hospital	--	20	--	--	--	--	--	--	--	--
St. Tammany Parish Hospital	1	14	31	12	--	6	--	--	--	7
Washington St. Tammany Reg. Med Ctr	4	19	--	--	--	4	1	2	--	0

Once you click Save, you are returned to the main Bed Poll view.

Editing Only One Bed Type

	Capacity	Census
Med/Surg: Pediatric	4	0
Obstetric/Delivery	8	0
Nursery/Bassinet	8	0

Save **Cancel**

You can edit the data for one bed type without clicking the pencil icon. Double-click in the cell of the bed type you want to change. This opens up just that bed type for editing. The steps are the same:

- Enter your staffed capacity, and/or
- Enter your census, and
- Click Save.

Remember that the bed types that are displayed are those that you chose in EMSTAT. The main Bed Poll view only shows a summary according to the bed types agreed upon by hospitals in the State.

That's all there is to it!

Getting Help

1. Contact your DRC. They can often help you with this feature.
2. Call the LERN Communications Center at 866-320-8293.
3. Send an email to esf8help@la.gov